

## COMMISSION ON INTERPRETERS

### 2016 COURT INTERPRETER TRAINING AND TESTING SCHEDULE

\* **Dates and locations are subject to change.** Please frequently check the website for the most up to date information.

Events	Dates	Location	Registration Deadline
Orientation Workshop	March 11-12, 2016 ( <b>Friday and Saturday</b> )	<b>New Location</b> Loudermilk Conference Center 40 Courtland Street NE Atlanta, GA	<b>March 4, 2016</b>
English Written Exam	March 18, 2016 (Friday)	Judicial Council, AOC 244 Washington Street SW Suite 300 Atlanta, GA	<b>March 4, 2016</b>
Orientation Workshop	May 4-5, 2016 (Wed. and Thurs.)	State Bar of Georgia 104 Marietta St. N.W. Suite 100 Atlanta, Georgia 30303	<b>April 25, 2016</b>
English Written Exam	May 6, 2016 (Friday)	Judicial Council, AOC 244 Washington Street SW Suite 300 Atlanta, GA	<b>April 25, 2016</b>
Oral Certification Exam	June 8-10, 2016	State Bar of Georgia 104 Marietta St. N.W. Suite 100 Atlanta, Georgia 30303	<b>April 22, 2016</b>
Orientation Workshop	August 17-18, 2016 (Wed. and Thurs.)	State Bar of Georgia 104 Marietta St. N.W. Suite 100 Atlanta, Georgia 30303	<b>August 7, 2016</b>
English Written Exam	August 19, 2016 (Friday)	State Bar of Georgia 104 Marietta St. N.W. Suite 100 Atlanta, Georgia 30303	<b>August 7, 2016</b>
Orientation Workshop	November 16-17, 2016 (Wed. and Thurs.)	State Bar of Georgia 104 Marietta St. N.W. Suite 100 Atlanta, Georgia 30303	<b>November 7, 2016</b>
English Written Exam	November 18, 2016 (Friday)	State Bar of Georgia 104 Marietta St. N.W. Suite 100 Atlanta, Georgia 30303	<b>November 7, 2016</b>
Oral Certification Exam	December 5-6, 2016	State Bar of Georgia 104 Marietta St. N.W. Suite 100 Atlanta, Georgia 30303	<b>October 23, 2016</b>

#### SCHEDULED ORIENTATIONS:

**The cost of the orientation workshop is \$200.** Orientations are scheduled from 9:00 a.m. to 5:00 p.m., both days. You must register and pay for an event through the Georgia Courts Registrar, <https://gcr.onegovcloud.com/>, by 11:59 PM on the deadline. You must register and pay for the English written exam separately. Registrations and payments received after the deadline will not be processed. **Out-of-state residents are only accepted if seating is still available after placement of Georgia residents.**

#### SCHEDULED ENGLISH WRITTEN EXAMS:

**The cost of the written exam is \$50.** The English written exams are conducted the day after the two-day orientation workshop, in the same venue or on the following Friday if the orientation occurs on Saturday. The cost of the written exam **is not** included in the cost of the orientation. You must apply and pay for the written exam separately. You are not required to take the exam immediately following the orientation; you can register for any scheduled exam session. Registrations & payments must be received in our office by 11:59 PM on the deadline. Registration and payment deadlines for the written exam are the same as those for the scheduled orientations.

#### SCHEDULED ORAL CERTIFICATION EXAMS:

**The cost of the oral certification exam is \$250.** Exam registration and payment must be received through the Georgia Courts Registrar by 11:59 PM on the deadline. **Registrations and payments received after the deadline will not be processed.** First priority will be given to those seeking certification for languages other than Spanish and those who reside in high-need areas of Georgia. **Out-of-state residents are only accepted if seating is still available after placement of Georgia residents.**

## Event Cancellation and Refund Policy

### EARLY CANCELLATIONS

Cancellations must be submitted by the event's registration deadline to qualify for a refund of payment or credit of fees to an equivalent event. **See cancellation instructions below.**

#### Refund of payment

Enrollees may request a refund for a canceled registration, provided the event is canceled, through the Georgia Courts Registrar Events page (<https://gcr.onegovcloud.com/>), by the **registration deadline** for the event, and our office receives written notification of the cancellation. **See cancellation instructions below.**

#### Transfer to an equivalent event

Enrollees may request that their registration fees are credited to an equivalent event, provided the event's registration is canceled, through the Georgia Courts Registrar Events page (<https://gcr.onegovcloud.com/>), by **registration deadline** for the event. Additionally, our office must receive written notification of the cancellation by the registration deadline for the event. **See cancellation instructions below.** Once confirmed, our office will provide you with an access code to credit your initial registration fee toward a future event. You must register for and attend an equivalent event within six (6) months of the date of the initial event. Otherwise, all registration fees will be forfeited.

## **LATE CANCELLATIONS**

Fees are non-refundable and non-transferable for cancellations received after an event's registration deadline has expired.\* Hardship Exception: In cases of extraordinary hardship (e.g. military deployment or extreme illness or injury), an applicant may request that their registration fees get applied to an equivalent event.

If the request is granted, the applicant must, within six (6) months, register for and attend an equivalent event; otherwise, all payments are forfeited. If the request is not granted, the applicant must register for and submit payment for an equivalent future event.

## **NO SHOWS**

Fees are non-refundable and non-transferable for no-shows for any event.

**\*No refunds or credits will be issued for event registrations cancelled after the registration deadline has expired.**

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**Cancellation Instructions:** Login to your existing account at <https://gcr.onegovcloud.com/>

1. On your Profile page, click **"Events"** in the top blue menu bar. This will take you to the Events page.
2. Click on **"Events"** on the left side of the page.
3. Select the drop down arrow and click **"My Events"**. Locate your desired event on the list, and then click the Event Title to see more details.
4. Cancel the event by clicking the **"Cancel Registration"** button.
5. Send an email to the GCR ([gcr@georgiacourts.gov](mailto:gcr@georgiacourts.gov)) to inform us that you have canceled your registration. Request to transfer your event or to receive a refund, if applicable.

Payments made by credit/debit card less than 60 days of the cancellation will be credited back to the original credit/debit card. Payments made longer than 60 days or submitted in the form of a check, will be refunded by check.